



**Policy:** 4661  
**Procedure:** 4661.05  
**Chapter:** Community Services  
**Rule:** Emergency Safety Control at Contractor Agency Facilities

**Effective:** 10/17/06  
**Replaces:** 4661.06  
**Dated:** 06/28/06

## **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) allows Human Services Contractor personnel to use physical restraint in compliance with state licensing authorities' guidelines to ensure the safety and welfare of juveniles and personnel.

## **Rules:**

1. **HUMAN SERVICES CONTRACTOR PERSONNEL** shall:
  - a. Maintain professional standards in all interactions with juveniles;
  - b. Not participate in any physical or verbal abuse with juveniles at any time. Some specific examples of unacceptable behavior are as follows:
    - i. Hitting, slapping, or touching a juvenile on any part of his/her body;
    - ii. Using any object to hit, slap, or touch a juvenile on any part of his/her body;
    - iii. Teasing and/or name calling between personnel and personnel and juveniles.
  - c. Use legal names when addressing other employees and juveniles;
  - d. Use the techniques as stated in the contractor's behavior management guidelines;
  - e. Engage in measured, progressive action(s) to assist an out-of-control juvenile to regain self-control/self-respect. Intervention steps shall include, but are not limited to:
    - i. Verbal warning;
    - ii. Counseling;
    - iii. Supervised brief time out;
    - iv. Life Space Interview;
    - v. Getting non-involved personnel to assist;
    - vi. Conflict resolution; and
    - vii. Mediation.
  - f. In accordance with state licensing authorities use physical restraint or emergency safety action in the following instances:
    - i. Protection of a juvenile who is displaying self-injurious behavior;
    - ii. Administration of medical treatment in life threatening situations;
    - iii. Protection of employee from harm; and
    - iv. Protection of third party from harm.
  - g. Use only crisis intervention techniques approved by the contractor's licensing authorities. These training sessions must be documented in the employee's training records. Restraints may only be applied by employees who have successfully completed crisis intervention training. Annually, **ALL EMPLOYEES** shall complete a minimum of four hour crisis intervention refresher;
  - h. Immediately following use of physical restraint or emergency safety action, verbally notify ADJC as required in accordance with [4661.03](#) Contractor's Incident Report procedure. In addition, the following information is also required as part of the written report documentation:
    - i. Type of counseling or verbal redirection used;
    - ii. The type of restraint used;
    - iii. Description of the restraint;
    - iv. Length of restraint; and
    - v. Detail of the recovery.
  - i. Within one hour of the physical restraint or emergency safety action ensure a debriefing takes place that includes the juvenile and the employees involved. This information shall be documented in the written report requested above;

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